



* Sent to Ben on 10/15 - SKO *

City of Portland Travel Authorization/Expense Report

Pre-Travel: Please enter information in blue cells only, where applicable. For Meals & Incidental Expenses, use Per Diem Calculator - totals will automatically be included here. Post-Travel: Confirm M&IE per diem using Per Diem Calculator; complete green cells, as applicable. Yellow cells include formulas and will populate based on entries in blue and green cells.

Today's Date:	9/1/2018	Bureau/Interoffice Add:	Mayor
Name (printed):	Elisabeth Perez	Employee PERNR#:	1038301
Destination City/State:	Toronto, CAN	Employee Vendor #:	
Travel Dates - Departure:	September 16, 2018	Return:	September 19, 2018
Title of Travel/Training:	Harvard Accelerator AI in Innovation Summit		
Purpose of trip and benefit to the City:			
The accelerator brings together Government and Industry interested in collaborating and solving City issues related to/and including technology; in this case, with particular emphasis on the use of Artificial Intelligence (AI). Over two days, the group will discuss several use cases and problem solve a variety of technical and non-technical issues.			
Notes/Other information:			
Harvard Accelerator paid for Elisabeth's airfare, lodging and some meals (marked on per diem column below). Mayor's Office is responsible for all other meals and ground transportation.			

ESTIMATED EXPENSES		ACTUAL EXPENSES				NOTES FOR BUREAU USE ONLY
FILL THIS PORTION OUT <u>BEFORE</u> BOOKING TRAVEL TO GAIN APPROVAL ON ESTIMATED EXPENSES (BLUE CELLS ONLY)		FILL THIS PORTION OUT <u>AFTER</u> TRAVEL IS COMPLETED (GREEN CELLS ONLY)				
		FINAL COSTS	ITEMIZATION BY PAYMENT METHOD			
	\$	All payment methods	City check or other	P-card	Paid by employee	
TRANSPORTATION TO DESTINATION (see instructions)						
LODGING		\$0.00				
MEALS & INCIDENTAL EXPENSES PER DIEM	\$295.00	\$128.75				\$128.75
REGISTRATION FEES	\$0.00	\$0.00				
OTHER (List Each Category below)						
Ground Transportation	\$100.00	\$64.07			\$64.07	
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
Total Estimated Costs	\$395.00					
Total Actual Costs (All/By Payment Method)		\$192.82	\$0.00	\$0.00	\$192.82	
Actual Costs vs. Estimated - Percentage		48.8%	Total due employee		\$192.82	

Authorizations, Approvals, Reviews				
Pre-Travel			Post-Travel	
Pre-Travel	Signature	Date	Signature	Date
Employee				10/10/18
Other				
Other				
Bureau Director/Designee				
Commr. In Charge/Designee				10/12/18
Fund	Cost Object	Account Number	Project Number	Amount
	mymy000001			
Invoice Number:			Date:	

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Today's Date:	11/15/2018	Bureau/Interoffice Add:	Mayor
Name (printed):	Elisabeth Herlinda Perez	Employee PERNR#:	1038301
Destination City/State:	Atlanta, GA	Employee Vendor #:	
Travel Dates - Departure:	October 28, 2018	Return:	October 30, 2018
Title of Travel/Training:	Smart Cities Summit: Where Resilient & Resonsive Cities are Made		
Purpose of trip and benefit to the City:			
As interim director of OCT and Smart Cities liaison resilience lead in the Mayor's Office it is important to keep abreast of Smart Cities efforts across te U.S. This is an opportunity to learn and network with those at the cutting edge of Smart Cities technologies. It is also a critical juncture for creating and maintaining public-private partnerships. Elisabeth will be speaking at the event.			
Notes/Other information:			
Lodging paid for upfront by the event.			

ESTIMATED EXPENSES <small>FILL THIS PORTION OUT BEFORE BOOKING TRAVEL TO GAIN APPROVAL ON ESTIMATED EXPENSES (BLUE CELLS ONLY)</small>		ACTUAL EXPENSES <small>FILL THIS PORTION OUT AFTER TRAVEL IS COMPLETED (GREEN CELLS ONLY)</small>				NOTES <small>FOR BUREAU USE ONLY</small>
	\$	FINAL COSTS	ITEMIZATION BY PAYMENT METHOD			
		All payment methods	City check or other	P-card	Paid by employee	
TRANSPORTATION TO DESTINATION (see instructions)	\$520.00	\$551.40	\$551.40			
LODGING	\$320.00	\$0.00				
MEALS & INCIDENTAL EXPENSES PER DIEM	\$165.00	\$134.50			\$134.50	
REGISTRATION FEES		\$0.00				
OTHER (List Each Category below)						
Ground Transportation	\$100.00	\$35.96			\$35.96	
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
Total Estimated Costs	\$1,105.00					
Total Actual Costs (All/By Payment Method)		\$721.86	\$551.40	\$0.00	\$170.46	
Actual Costs vs. Estimated - Percentage		65.3%	Total due employee			\$170.46

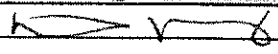

Authorizations, Approvals, Reviews					
Pre-Travel			Post-Travel		
Pre-Travel	Signature	Date	Signature	Date	
Employee				11/16/18	
Other					
Other					
Bureau Director/Designee				11/15/18	
Commr. In Charge/Designee					
Fund	Cost Object	Account Number	Project Number	Amount	
Invoice Number:			Date:		

City of Portland Travel Authorization/Expense Report

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Today's Date:	12/14/2018	Bureau/Interoffice Add:	Mayor
Name (printed):	Elisabeth Perez	Employee PERNR#:	
Destination City/State:	New Orleans, Louisiana	Employee Vendor #:	
Travel Dates - Departure:	December 4, 2018	Return:	December 6, 2018
Title of Travel/Training:	ResCon: The Global Resilience Summit		
Purpose of trip and benefit to the City:			
This is a global conference on resilience and disaster planning for cities. The subjects covered are relevant to Portland and the solutions discussed among the speakers are extremely useful for planning against disasters that might affect the City of Portland in the future.			
Notes/Other information:			
Elisabeth was already on Vacation in New Orleans when the conference began. She did not require travel and lodging by the City as she had provided those on her own for her vacation. She is only getting reimbursed for per diem for the conference days.			

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	\$	FINAL COSTS	ITEMIZATION BY PAYMENT METHOD			
		All payment methods	City check or other	P-card	Paid by employee	
TRANSPORTATION TO DESTINATION (see instructions)	\$0.00	\$0.00				
LODGING	\$0.00	\$0.00				
MEALS & INCIDENTAL EXPENSES PER DIEM	\$213.00	\$180.00			\$180.00	
REGISTRATION FEES	\$135.00	\$135.00		\$135.00		
OTHER (List Each Category below)						
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
Total Estimated Costs	\$348.00					
Total Actual Costs (All/By Payment Method)		\$315.00	\$0.00	\$135.00	\$180.00	
Actual Costs vs. Estimated - Percentage		90.5%	Total due employee			\$180.00

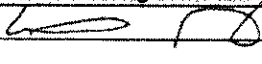
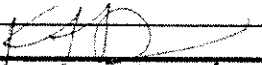
Authorizations, Approvals, Reviews					
Pre-Travel			Post-Travel		
Pre-Travel	Signature	Date	Signature	Date	
Employee				12/17/19	
Other					
Other					
Bureau Director/Designee				1/2/19	
Commr. In Charge/Designee					
Fund	Cost Object	Account Number	Project Number	Amount	
Invoice Number:			Date:		

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Today's Date:	2/28/2019	Bureau/Interoffice Add.	Mayor
Name (printed):	Elisabeth Perez	Employee PERNR#:	
Destination City/State:	Austin, TX	Employee Vendor #:	
Travel Dates - Departure:	March 8, 2019	Return:	March 11, 2019
Title of Travel/Training:	SXSW 2019		
Purpose of trip and benefit to the City:			
Attending the tech industries & enterprise, as well as city government sections. As Interim OCT Director, the technology portion gives insight into smart cities. The City politics portion offers new ideas, and ways to govern, as well as a great networking event.			
Notes/Other information:			
The hotel charged Elisabeth's personal card, due to insufficient funds on the office p-card. There is a food service charge, we are deducting this from her reimbursement.			

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		FINAL COSTS	ITEMIZATION BY PAYMENT METHOD			
	\$	All payment methods	City check or other	P-card	Paid by employee	
TRANSPORTATION TO DESTINATION (see instructions)	\$800.00	\$741.00	\$741.00			
LODGING	\$3,000.00	\$3,371.10			\$3,371.10	
MEALS & INCIDENTAL EXPENSES PER DIEM	\$213.50	\$213.50			\$213.50	
REGISTRATION FEES	\$1,325.00	\$1,325.00		\$1,325.00		
OTHER (List Each Category below)						
Baggage fees	\$60.00	\$0.00				
Ground transportation	\$100.00	\$68.44			\$68.44	
		-\$5.05			-\$5.05	Room Service
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
Total Estimated Costs		\$5,498.50				
Total Actual Costs (All/By Payment Method)		\$5,713.99	\$741.00	\$1,325.00	\$3,647.99	
Actual Costs vs. Estimated - Percentage		103.9%	Total due employee			\$3,647.99

Authorizations, Approvals, Reviews				
Pre-Travel			Post-Travel	
Pre-Travel	Signature	Date	Signature	Date
Employee				3/18/19
Other				
Other				
Bureau Director/Designee				3/18/19
Commr. In Charge/Designee				
Fund	Cost Object	Account Number	Project Number	Amount
Invoice Number:			Date:	